

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

**SPECIAL MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
October 26, 2022
7:00 PM**

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER **Christine Tomikawa**

FLAG SALUTE

ROLL CALL **Liane Kwan, Gustavo Reynoso, Grace Yeh**

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

STAFF COMMUNICATIONS:

- Human Resources and Risk Management
- Livescan

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS – None.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (1) Approve minutes from the April 13, 2022 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

5-A. Selection of Chairperson and Vice Chairperson

It is recommended that the Personnel Board:

- (1) Considers selecting a Chairperson and Vice Chairperson; and
- (2) Take such additional, related, action that may be desirable.

5-B. Consideration to amend the Personnel Board Meeting Date, Time and Location

It is recommended that the Personnel Board:

- (1) Considers and amends the Personnel Board Meeting Date, Time and Location; and
- (2) Take such additional, related, action that may be desirable.

5-C. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

- (1) Review the Vacancy & Recruitment Report; and
- (2) Take such additional, related, action that may be desirable.

5-D. 2021 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2021 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
April 13, 2022**

The Personnel Board of the City of Monterey Park held a Regular Teleconference Meeting via Zoom on Wednesday, April 13, 2022 at 7:00 p.m.

CALL TO ORDER:

Director of Human Resources & Risk Management (HR&RM) Christine Tomikawa called the meeting to order at 7:00 p.m.

FLAG SALUTE:

Board member Gustavo Reynoso led the flag salute.

ROLL CALL:

Director of HR&RM Christine Tomikawa called the roll:

Board Members Present: Liane Kwan, Gustavo Reynoso, Grace Yeh

Board Members Absent: None

ALSO PRESENT: Human Resources Assistant Lisa Ung

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

1. **PRESENTATION**

None.

2. **CONSENT CALENDAR**

2A. **APPROVAL OF MINUTES**

Action Taken: The Personnel Board reviewed the October 13, 2021 minutes. The minutes have been approved as presented.

Motion: The Personnel Board approved the October 13, 2021 minutes as submitted, motion carried by the following vote:

Ayes:	Board Members:	Kwan, Yeh
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	Reynoso

3. **PUBLIC HEARING**

None.

4. OLD BUSINESS

None

5. NEW BUSINESS

5A. VACANCY AND RECRUITMENT REPORT

Monthly report of the City's recent hires, recruitment progress, and current and future openings.

Action Taken: Received and file.

5B. 2021 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2021 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Director of HR&RM Christine Tomikawa asked all of the Board Members to review, the "Commissions/Committees/Boards Annual Verification" form, provided by HR, and for Board Member Kwan and Reynoso to review the "My Commitment to a Healthy Work Environment" form. The forms were to be signed and submitted to the City Clerk's Office.

Director of HR&RM Christine Tomikawa also mentioned that Chairperson Greg Verbeck has resigned and a new chairperson will need to be selected. Board Member Yeh and Reynoso suggested rotating chairperson for every two meetings including any special meetings starting in alpha order by last name. Board Member Kwan agreed with the suggestion. This item has to be an agenda item and staff will prepare this item for Personnel Board consideration at a future meeting.

Also, up for discussion was the number of meetings, dates, times and location that the Personnel Board would like to meet per year. The mandatory number of meetings that needs to be held by the Personnel Board is 1 per year. The Board Members discussed possible day, time, location and number of times to meet within a year. The Personnel Board decided to meet twice a year on the second Wednesday of March and September at 7:00 PM in the City Hall Council Chambers. If there is ever a need for a special meeting, the date and time will be coordinated with the Board by HR. This item has to be an agenda item and staff will prepare this item for Personnel Board consideration at a future meeting.

Board Member Grace Yeh asked what the Personnel Board duties were, now that the ordinance has changed. Director of HR&RM Christine Tomikawa informed the board that they will be handling any appeals that come through from non-sworn associations. During meetings, HR will continue to provide the minutes from the last meeting for approval and the Vacancy and Recruitment Report to be reviewed.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:24 p.m.

Christine Tomikawa
Director of Human Resources & Risk Management